

DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
RECORDS RETENTION AND DISPOSAL SCHEDULE

Schedule No. 2548

Page 1 of 1

Agency Maryland Department of the Environment
Science Services Administration / 303D, Water Quality Standards and Dredging Division

Division/Unit

Item No.	Description	Retention
1.	Supersedes schedule #2278 Grant Proposals. State/Federal Grants Files contain grant contracts, grant proposals, reviews of each grant and recommendations, memos, invoices, reports, SSA invoice approval forms and other miscellaneous correspondence.	Retain grant files for 5 years after the end of each grant, then destroy.
2.	Triennial Review of Water Quality Standards. These files contain public meeting records, literature and other background materials for criteria development; draft documentation relating to updates to the antidegradation policy, reports, notes correspondence and decision-making documents relating to policy and implementation of the Clean Water Act Triennial Review and Code of Maryland Regulations (COMAR 26.28.02.01-26.08.02.09).	Retain permanently material having historical value that serves to document the origin, development, function of the Agency and transfer after 6 years to the State Archives. Retain all other material for two previous reviews (6 years) then destroy.

Scheduled Approved by Department, Agency, or Division Representative.

Date 5-25-10
Signature Susan Douglas
Typed Name Susan Douglas
Title Records Management Coordinator

Schedule Authorized by State Archivist

Date 1 July 2010
Signature Edward C. Gienjen

INSTRUCTIONS -TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)

DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
7275 WATERLOO ROAD
P.O. BOX 275 - JESSUP, MARYLAND 20794

AGENCY RECORDS INVENTORY

Page 1 Of 1

1. DEPARTMENT/AGENCY
Environment

2. DIVISION
Science Services Administration

3. UNIT
303D, Water Quality Standards and Dredging Division

DEFINITION - Records series - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.

4. RECORDS SERIES TITLE
Grant Proposals and Information from State Universities and Agencies and Publication Files

5. EARLIEST YEAR / LATEST YEAR
1998 TO Present

6. RECORD SERIES DESCRIPTION (Briefly describe the types of information/documents/forms found in the Series. Include the purpose or function of the Series).
These files contain grant contracts, grant proposals, reviews of each grant and recommendations, memos, invoices, reports, TARSA invoice approval forms and other miscellaneous correspondence.

Reviews of bacterial indicators standard and related references.

7. RECORD SERIES FORMAT(S)

X Letter Size Microfilm

Legal Size Computer Tape

X Bound Book Floppy Disk

Audio Tape Video Tape

X Other (Specify) Common Server Archive

8. RECORD SERIES SEQUENCE

X Alphabetical

Numerical

X Chronological

Geographical

Other (Specify)

9. VOLUME

X File Drawer(s)
Microfilm Reel(s)
Computer Tape(s)
Other (Specify) -Boxes
12
Number

10. ANNUAL ACCUMULATION

X File Drawer(s)
Microfilm Reel(s)
Computer Tape(s)
Other (Specify)
12
Number

11. FILE IS USED

X Daily Weekly Monthly

12. FILE BECOMES INACTIVE AFTER

 Month(s) Year(s)
Number

13. CURRENT LOCATION(S) (Bldg., Floor, Room)
1800 Washington Blvd, 5th Floor

14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office)
X Yes SSA's Director's Office and Budget Office No

15. ACCESS RESTRICTIONS If yes, cite law(s) & regs

Yes X No

16. AUDIT REQUIREMENTS

None X State X Federal Independent

17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any software/hardware)

Yes X No

RECOMMENDED RETENTION

Retain grant files for 5 years after the end of each grant, then destroy. Reference publications will be kept permanently, but transferred periodically to the State Archives.

19. NAME AND TITLE OF PREPARER
John Backus, Chief, 303(d) WQS, & Dredging Division

20. TELEPHONE NUMBER
410.537.3965

21. DATE
04/05/2010

RECEIVED

JUN 1 2010

MARYLAND STATE ARCHIVES